

EXECUTIVE ASSISTANT

UNIVERSITY ADVANCEMENT & THE LANDER FOUNDATION

Description: The Executive Assistant for University Advancement is responsible for providing specialized assistance with administrative and Foundation-related responsibilities. The position reports directly to the Vice President for University Advancement. Strong knowledge of non-profit laws, governance principles and practices are a must. Additional duties include reception coverage for the department, management of calendars, drafting agendas, taking minutes, maintenance of electronic files and records, event support, production and distribution of materials to internal and external constituents, travel management, and expense/budget reporting.

Minimum Requirements: Bachelor's degree and three to five years of work in a non-profit/higher education environment or a related field; or a combination of education and experience. Valid driver's license and safe driving history are required. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history required.

Preferred Requirements: Master's degree preferred.

Knowledge, Skills and Abilities: Ability to develop procedures and oversee administration of a multi-faceted office in a high-volume environment. Ability to decipher and communicate complex regulations and governing laws. Proven skills as a communicator and with event and meeting planning. Ability to establish and maintain collaborative working relationships. A thorough knowledge of office procedures including budget management experience. Ability to self start, work independently, and exercise good judgment and discretion in interpreting departmental policies and procedures. Must manage professionally both Foundation Board and office dynamics.

Hire Range: \$45,000- \$ 50,000annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week.

To include some nights and weekends

Class Code: AH35 – **State Title:** Program Coordinator I **Band:** 05

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.